

# CALIFORNIA NEW CAR DEALERS ASSOCIATION

## Dealership COVID-19 Compliance Checklist

(June 24, 2021)

Following the “reopening” of the state on June 15, many compliance requirements related to COVID-19 were eliminated or relaxed. The following is a brief outline of important continuing compliance requirements:

### ✓ **Face Masks**

- Fully vaccinated customers and employees do not need to wear masks in most circumstances. Persons that are not fully vaccinated must continue to wear masks in most circumstances. ([Click here](#))
  - Notable exceptions include shuttle service and test drives when there is more than one person in the car. Masks should always be worn in these circumstances.
- *How should I determine who is fully vaccinated?*
  - For employees, Cal/OSHA requires employers to maintain documentation regarding employee vaccination status. Employees can self-certify that they are fully vaccinated. If they do not self-certify, they must be treated as not fully vaccinated and must continue to wear a mask in many circumstances.
    - A sample employee vaccination status questionnaire is available on CNCDA Comply. ([Click here](#))
  - For customers, you can post a notice at each public entrance notifying them of mask requirements.
    - A sample customer notice is available on CNCDA Comply. ([Click here](#))

### ✓ **Daily Symptom Screenings**

- Daily symptom screenings are still required for all employees. This does not require you to check temperatures. However, employees should be reporting that they symptom-free prior to work. This applies to both vaccinated and unvaccinated employees.
  - A sample symptom check form is available on CNCDA Comply. ([Click here](#))

### ✓ **Exclusion From Work**

- Employees that are not fully vaccinated cannot come into work if they came in close contact with an infected individual.
- No employee that fails a symptom screening should come into work.

### ✓ **Paid Sick Leave**

- Employees may be entitled to paid COVID-19 sick leave if they cannot come into work due to reasons related to COVID-19. ([Click here to learn more](#))
- Employees also may be entitled to paid leave for time getting the vaccine or if they have vaccine side-effects. ([Click here to learn more](#))
- Employer reimbursement for providing paid leave is possible through the IRS. ([Click here.](#))

### ✓ **Distancing and Barriers**

- Social distancing and barrier requirements no longer apply in most circumstances, except in a business that is experiencing an outbreak of COVID-19.

### ✓ **Food and Drinks**

- CNCDA is not aware of any prohibitions on offering customers food or drinks, but it should be done in a manner promotes health and safety. This means single cup dispensers for coffee, single serve prepackaged snacks, and the regular cleaning of the snack area and any frequently touched surfaces.

### ✓ **COVID-19 Protection and Prevention Plan**

- Cal/OSHA continues to require that employers adopt and implement a plan to deal with COVID-19 and to train employees on prevention and the benefits of vaccination.
- Plan requirements changed on June 17, so make sure your plan is current.